

Web Enabled Safety System



WESS

Module 6

Editing
Draft
Reports



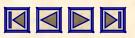


Properties of a Draft Report



What is a Draft Report?

- When a user clicks "Create New Report" or "Create Report from Template," a draft report is created and the report entry screens will display.
- When does a Draft display as a Record in the User Environment Screen?
 - At the point in the entry process when the drafter enters the date and time of the event and advances to the next screen by clicking the "Next" button, a Draft Report record is created and saved.
 - From that point forward Screen-Level saves ensure that data entered on each screen is always saved, each time the user clicks on "next" or "submit".
 - The Draft Record will display the event <u>Serial Number</u>, <u>Date</u>
 and <u>Brief Description</u> of the event, e.g. "<u>1002843628492</u>
 15 Jun
 - 04 PMV Fatality"



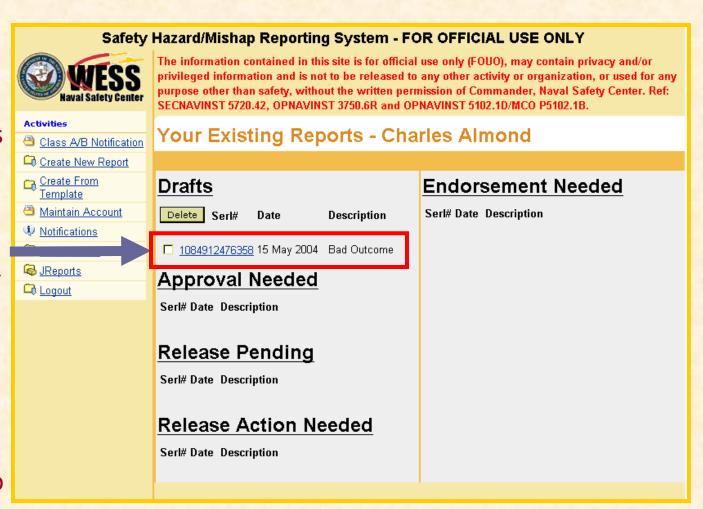
Opening a Draft Report

On the WESS

Main Menu
screen, a list of
Reports in various
stages of
completion is
displayed.

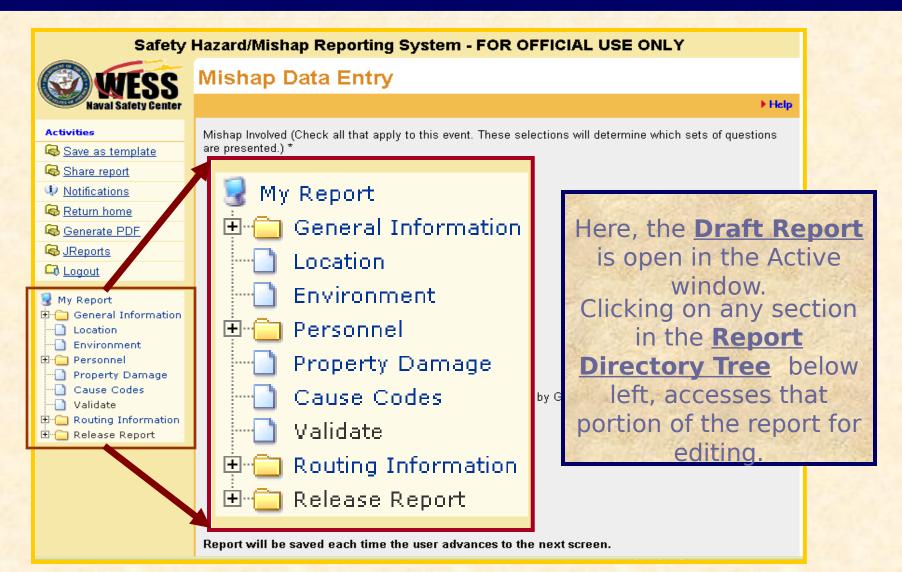
Under the **<u>Drafts</u>** heading, a list of current draft reports is shown.

Click on the highlighted Serial Number of the report you wish to edit and the report will be opened.





Editing a Draft Report





Report Editing Summary

<u>Important Notes About Editing Draft WESS Reports</u>

- As discussed earlier, WESS uses an intuitive style logic to guide the user through a series of data entry questions that are relevant to the specific mishap, based on previous data entries and selections that the user has already made. In this way, WESS tailors the report and only requests data that is relevant. In other words, the direction of the report follows along a pathway dictated by the circumstances of the mishap.
- For this reason, it is not always possible to proceed directly from the directory tree to the data item that needs to be modified. The user may have to review previous entries in the sub-folder (i.e., back up the pathway) to ensure that changes don't affect later entries.
- Likewise, a change made to a specific data element may result in additional questions or prompt a different set of questions, if the change affects the report pathway.
- Refer to the Tutorial Table of Contents, for additional information regarding editing functions, e.g. Add / Edit / Del Drop-down Menus. Search functions. Calendar, etc. or Module 4 for

"Sharing" Reports

To learn about Sharing a Report,

Continue to Module 7



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